

SECRET

CENTRAL INTELLIGENCE GROUP
ADMINISTRATIVE INSTRUCTION
C.I.G. ADMINISTRATIVE ORDER [REDACTED]

STATINTL

PROCEDURE FOR OBTAINING PROPERTY CLEARANCE

1. Policy

No employee, including members of the Armed Services, terminated by or transferring out of C.I.G. shall be given final clearance and/or final salary payment until all monies or property (including CIG entrance credentials) that may have been advanced or assigned to him have been returned or properly accounted for.

2. Responsibility

- a. It shall be the responsibility of each employee leaving the Central Intelligence Group to have Property Clearance Sheet, Form No. 36-20 completed prior to departure from the agency. The Form No. 36-20 will be obtained from the appropriate civilian or military unit of the Personnel Division as close to date of departure as possible, but allowing sufficient time to visit the necessary offices, and will be completed in accordance with the instructions contained therein.
- b. It shall be the responsibility of each office, branch, or division to ascertain that any money or property which may have been assigned to the individual has been returned or properly accounted for before granting clearance. If the individual has no indebtedness and has no property charged to him, Form No. 36-20 will be signed, thus indicating clearance. If the individual is indebted or has property charged to him, clearance will not be made until the indebtedness is liquidated or the property returned.

EFFECTIVE 30 JUNE 1947 CIG ADMINISTRATIVE ORDERS WILL REMAIN IN FORCE UNTIL
CANCELLED OR SUPERSEDED

RENUMBERED PER CIA GENERAL ORDER [REDACTED]

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c. It shall be the responsibility of the appropriate pay roll or


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3. Exception

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STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Colonel, AGC

Executive for Personnel and Administration

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CENTRAL INTELLIGENCE GROUPC.I.G. ADMINISTRATIVE ORDER

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL


Colonel, AGO

Executive for Personnel and Administration

Renumbered
[REDACTED]

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER [REDACTED]

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL


Colonel, AGD

Executive for Personnel and Administration

8 December 1946

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~~CENTRAL INTELLIGENCE GROUP~~
AGENCY

Instruction
C.I.G. ADMINISTRATIVE ORDER NO. [REDACTED]

PROCEDURE FOR OBTAINING PROPERTY CLEARANCE

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



Colonel, AGE

Executive for Personnel and Administration

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2 December
29 November 1946

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CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER

PROCEDURE FOR OBTAINING PROPERTY CLEARANCE

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL


Executive for Personnel and Administration

1068

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive for Personnel and Administration

DATE: 7 November 1946

FROM : Chief, Finance Division *EAL*

SUBJECT: Proposed Procedure Issuance

Attached hereto is the original and one copy of a proposed Administrative Order entitled "Procedure for Obtaining Property Clearance". This draft order and the Property Clearance Sheet Form 36-20, an illustrative copy of which is attached, has been checked with and cleared by the Personnel Division, Property Board, Fiscal and Special Funds Sections and the other units concerned.

Will you kindly review the attached draft order and if you consider it satisfactory please have reproduced and released. This office will arrange for the reproduction of the Form No. 36-20 as soon as we are advised of your approval of the instruction. STATINTL

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[Redacted] advised that adm. Order is approved and being mimeographed 2 Dec. 46. [Redacted] is to have the form reproduced.

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[Redacted]
The specific reference to the army regulation in the last part of the instruction has been made as suggested, and the draft order is returned herewith.

[Redacted]

~~CENTRAL INTELLIGENCE GROUP~~

CIG ADMINISTRATIVE ORDER NO....

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Approved For Release 2001/05/01 : CIA-RDP81-00728R000100050037-9

CENTRAL INTELLIGENCE GROUP
PROPERTY CLEARANCE SHEET
 (TO BE COMPLETED PRIOR TO SEPARATION FROM THIS ORGANIZATION)

NAME		DATE	
NO.	CHECK HERE	INSTRUCTIONS: REPORT TO EACH OF THE OFFICES CHECKED BELOW IN THE ORDER LISTED, THEN SIGN THE CERTIFICATION AT THE BOTTOM OF THE SHEET, HAVE THE COMPLETED FORMS WITH THE LAST OFFICE CHECKED. NOTE: AFTER THE ABOVE DATE NO ADVANCES OF U.S. GOVERNMENT MONIES OR PRIORITY WILL BE ISSUED TO YOU.	
1	✓	PERSONNEL DIVISION SIGNATURE ROOM 107 NORTH BUILDING	DATE
2	✓	BRANCH ADMINISTRATIVE OR PROPERTY OFFICER SIGNATURE LAST TO WHICH YOU WERE PERMANENTLY ASSIGNED	DATE
3	✓	PROPERTY CONTROL SIGNATURE ROOM 114 NORTH BUILDING	DATE
4	✓	SECURITY DIVISION SIGNATURE ROOM 112 SOUTH BUILDING	DATE
5		SIGNATURE	DATE
6		SPECIAL FUNDS SECTION SIGNATURE ROOM 116 QUE BUILDING	DATE
7		FISCAL SECTION SIGNATURE ROOM 208 NORTH BUILDING	DATE
8		NAVAL COMMAND SIGNATURE ROOM 116 QUE BUILDING	DATE
9		HEADQUARTERS AND HEAD-QUARTERS DETACHMENT SIGNATURE ROOM 210 QUE BUILDING	DATE

CERTIFICATION

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF I AM NOT
 INDEBTED TO THE UNITED STATES GOVERNMENT WHATSOEVER AS A RESULT OF MY
 CONNECTION WITH THIS ORGANIZATION

SIGNATURE OF SEPARATING EMPLOYEE

FORM NO. 36-20
 NOV 1946

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER [REDACTED]

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE.


Colonel, AGC
Executive for Personnel and Administration

22 November 1946

Indexed 11-11/46

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER [REDACTED]

[REDACTED]
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1. Reference CIG organization chart dated 22 November 1946.
2. The name of the "Commercial Contacts Branch" of the Office of Operations is changed, effective this date, to the "Contact Branch". All organization charts or other records in this connection should be changed accordingly.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]
Colonel, CIG
Executive for Personnel and Administration

RESCINDED PER CIA GENERAL [REDACTED]

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